

East Hartford Farmers' 2023 Market Guidelines

Market Dates: Every Tuesday from July 11 through October 24

Time: 3:00 p.m. – 6:00 p.m.

Location: Raymond Library Lawn, 840 Main Street, East Hartford, CT 06108

No Vendor Booth Cost

East Hartford is in the process of applying to accept SNAP benefits and the benefit match program. These guidelines will be updated once we know the outcome of application submission.

All vendors are required to read, understand and adhere to the market rules as presented.

The East Hartford Farmers' Market guidelines are available at <https://www.easthartfordct.gov/health-and-social-services/bulletins/east-hartford-farmers-market>. Food vendor questions should be directed to the Health Department at health@easthartfordct.gov or (860) 291-7324. Non-food vendor and non-profit / community-based organization questions (soap, candles, etc.) should be directed to East Hartford Library at (860) 290-4330.

Application Process:

1. All interested vendors need to first submit a completed East Hartford Farmers' Market vendor form. Please note there is an application for food vendors, non-food vendors, and non-profit / community-based organizations.
 - a. The forms are located on the Town of East Hartford website at <https://www.easthartfordct.gov/health-and-social-services/bulletins/east-hartford-farmers-market>. A paper application can be provided upon request.
 - b. Vendors should submit the completed application via e-mail to health@easthartfordct.gov.
2. If space is available for the farmers' market, and organizers approve the vendor based on the completed application, the vendor will be notified and will be required to submit the following additional documents:
 - a. Copy of liability insurance.
 - b. Documentation of a valid CT tax ID number.
 - c. All vendors must agree to indemnify, defend, and hold harmless the Town of East Hartford and its employees from any and all claims arising from your use and occupancy of the market. Vendors must also list the Town of East Hartford, its officials, employees, volunteers, boards and commissions are included as Additional Insured on the General Liability, Auto, Professional Liability and Umbrella/Excess Liability policies.
 - d. Crop plan (for farmers)
 - e. W-9, if applicable

- f. Food service establishments, food trucks and cottage food operators will need to provide proof of current licensure with the State of Connecticut or East Hartford Health Department, whichever applies.

General Criteria for Vendors:

1. Commitment to promoting Connecticut agriculture and farm viability; for food producers, this means sourcing ingredients locally whenever possible
2. Diversity of product: for new applicants, the product must bring variety to the market
3. Commitment to creating an appealing display
4. Commitment to the markets' spirit of trust and collaboration
5. Commitment to demonstrating professionalism and good customer-service to market attendees, other vendors, and market representatives.

Farmers' Market Rules

1. Connecticut grown: all agricultural products sold must be grown in Connecticut.
2. Producers only: all products sold must be produced by the vendor.
3. Value-added agricultural products: the main ingredients should be produced by the vendor and the product should be processed by the vendor whenever possible.
4. Baked goods and preserves: ingredients should be Connecticut grown whenever possible. Producer must mix, bake, or prepare the goods.
5. Liability insurance is required for food vendors and farmers. This document must be kept current and present.
6. All approved vendors agree to participate in and adhere to the EHFM currency system. Vendors must accept market currency for services when appropriate and know the rules for what they can and cannot accept. Guidance will be provided.
7. The Town of East Hartford is in the process of becoming an approved SNAP market participant. Acceptance of SNAP/EBT benefits is required of all eligible vendors selling meat, dairy, eggs, fruits, vegetables, baked goods, seeds, seedlings and edible plants. NO hot, prepared food can be purchased with SNAP. If you are unsure of how SNAP rules apply to you, please ask.
8. Smoking, illegal drug use, and alcohol consumption by vendors is prohibited on market grounds.
9. Your licensure with the Town of East Hartford Health Department or Department of Public Health must be current, and ready to present to any Health Department representatives that attend the market.
10. The EHFM is a family friendly environment. Treat customers, market staff, volunteers and other vendors with courtesy, patience and honesty. Do not act in a manner that is rough, menacing, vulgar, profane or abuse.
11. The market manager reserves the right to suspend or expel vendors that violate these rules.

Arrival Time and Market Setup

Vendors may begin to setup at 2:00 p.m. on Market days and are required to have their booths in place and ready for sales by 2:50 p.m. **Late arrivals will not be tolerated.** Late arrivals disrupt and endanger other vendors and Market customers, and they also place undue burden on the Market Manager in the event of an unexpected complication, such as a parked car or other obstruction in the parking lot that must be accommodated. If a vendor encounters an

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HEALTH DEPARTMENT

unexpected circumstance that would cause his/her delayed arrival, the vendor must **telephone** the Raymond Library main number at (860) 290-4330 and ask for the Farmers' Market Contact for that day to explain the circumstances and provide an estimated time of arrival. Notwithstanding such required notification, if a vendor is late more than twice during the Market season, the circumstances of his/her untimeliness will be reviewed by Market organizers for possible assessment of penalties, including suspension or termination from the Market. Sales may not begin before the opening of the Market at 3:00 p.m.

Pricing

Prices of items sold in the Farmers' Market must be clearly marked or posted. Collusion and deceptive pricing practices are prohibited. Vendors are not permitted to increase or decrease the price of any product during a market day. Vendors are not permitted to pressure or harass other vendors regarding the pricing of products.

Cancellation due to weather

In the event severe weather is forecasted, market organizers will make a decision to cancel as early as possible, either the day prior or morning of the farmers' market. If a market is cancelled, the Town will post an announcement on our website, and post the decision on social media platforms. Vendors can also call the East Hartford Raymond Library at (860) 290-4330 to verify whether the market is cancelled due to severe weather.